File#_	
Date Received	

SITE PLAN APPROVAL APPLICATION

Salem County Planning Board
110 Fifth Street, Salem, NJ 08079 856-935-7510 Ext 8414 FAX 856-935-3830

1. Site Plan Name (or land of)			
2. Location: Municipality	Tax Map Page	Block (s)	Lot(s)
A. Road Name:			[]State []County []Loca
Present Right of Way width		Route Number	
Proposed Right of Way width			
B. Road Name:			_ [] State [] County [] Loca
Present Right of Way width		Route Number	-
Proposed Right of Way width			
3. Applicant Information: [] Owner [] Contact Owner Name:			
Address:			
Phone: Fax:	Email:		
4. Agent (to receive correspondence, if different from about Name:			
Address:			
Phone: Fax:	Email:		
5. Original Lot Acreage	Acreage to be Deve	loped	
Area of Impervious Surface (square ft.): Existing	Propos	ed	
Number of Parking Spaces: Existing	Propos	ed	
6. Existing Use:			
7. Description of Proposed Development or Use:			
8. Fees Paid \$	9. Zoning Classification		
10. Other description or Special Conditions (drainage, ex	_		
11. For the most recent previous application for this parce	el, if any, please indicate:		
County File Number	[] Subdivision or [] \$	Site Plan Date:	
Action: [] Approved [] Requirements Found [] No	t Approved [] Other:		
12. This site plan Plat has been filed with the		on	
(appre	opriate municipal approval agenc	y)	(date)
(signature of applicant, agent or designated munic	cipal official)		(date)

INSTRUCTIONS ON NEXT PAGE (2)

01/01/13

Instructions

Application:

Complete the application by typewriter or neatly printed with pen. Please fill in all blanks or enter None/Not Applicable. You only need to submit the original application, copies are not necessary.

Plat Requirements:

You must submit four (4) copies of the plat in order for your application to be reviewed. All plats must be drawn in accordance with the provisions of the Salem County Land Development Standards. Omission of any required information may result in the application not being accepted for review or may delay the review process until the missing information is provided. The County requirements for minimum site plan details are summarized below. Particular attention should be given to the information which appears in **bold type**, as it represents the most frequently omitted information which causes delays in the review process.

- 1. A **key map** inset showing the entire site plan and its relation to the surrounding areas, including distance from at least one street intersection. If the plat performs the function of a key map and shows the entire site plan and its relation to the surrounding area, a separate key map is not necessary. A tracing of the Salem County Map (one inch equals one mile square. 1" = 1 mile squared) is suggested when a separate key is required.
- 2. The location, size and nature of the entire lot(s) in question and any contiguous lots owned by the applicant.
- 3. The **location, type and size of all existing and proposed storm drainage facilities**, utilities, plus all required design data supporting the adequacy of the existing or proposed facilities to handle future storm flows.
- 4. **Existing topography** based upon USGS datum or approved local datum and proposed grading with a maximum of two foot contour intervals.
- 5. The locations, names and widths of all existing and proposed streets or roads including cross sections and profiles abutting the lot(s) in question and within 200 feet of said lot(s).
- 6. The **location**, type and size **of all existing and proposed curbs, sidewalks, driveways**, fences, retaining walls. parking space areas and layouts thereof and all off-street loading areas, together with the dimensions of all the aforementioned on the site in question and within 100 feet of site.
- 7. The existing and proposed principal building(s) or structure(s) and all accessory buildings or structures, if any, and finished grade elevations at all corners of said buildings and structures.
- 8. **All existing and proposed setback dimensions**, landscaped areas, trees over six inch caliper, and fencing within 100 ft. of the County right-of-way line.
- 9. All existing and proposed signs and lighting standards, utility poles and their size, type construction, and location within twenty-five (25) ft. of the County road right-of-way line or, where appropriate, proposed County right-of-way.
- 10. The location, size and nature of all existing and proposed rights-of-way, easements and other encumbrances which may affect the lot(s) in question, and the location, size and description of any lands to be dedicated to a municipality or to the County of Salem.
- 11. Graphic scale, north arrow and date.
- 12. Tax map sheet, block and lot.
- 13. An appropriate place for the signatures of the County Planning Board Chairman and Secretary.
- 14. The name of the property owner and owners of all adjoining properties as disclosed by the most recent municipal tax records.
- 15. Name and address of owner, applicant and person preparing pint.
- 16. The plan should be drawn at a scale not smaller than 1"=50' and not larger than 1"=10', with the following exceptions: land development areas of 40 to 150 acres at 1"=100', areas greater than 150 acres at 1"200'.
- 17. The size of all plats should be consistent with the New Jersey Map Filing Act: 8.5" x 13", 15" x 21", 24" x 36", or 30" x42".

Fees:

Please refer to the Salem County Site Plan Fee Schedule. An application is incomplete and will not be reviewed until the fees have been paid.

All applications must be submitted a minimum of seven (7) days before a regularly scheduled Planning Board Meeting for review.

PLEASE NOTE: All site plans must be reviewed by both the Municipal and County Planning Boards.

FOUR (4) COPIES OF THE PLAT MUST BE SUBMITTED FOR ALL APPLICATIONS

01/01/13

Subdivision & Site Plan Development Applicant Review Information Sheet

- ALL subdivision and site plans which are reviewed by your municipality MUST ALSO BE REVIEWED BY THE COUNTY, whether or not County Approval is required. The review processes may take place simultaneously. While <u>Municipal approval</u> is not contingent upon County approval, it is contingent upon County REVIEW.
- Applications must be submitted **AT LEAST SEVEN** (7) **DAYS** before a regularly scheduled Board meeting, in order to allow sufficient time for Engineering review. Applications submitted less than seven days before the meeting will be either (1) reviewed at the County Engineer's discretion, ONLY IF sufficient time is available or (2) denied without prejudice for insufficient review time and will come before the Board at the following month's meeting.
- An application MUST be accompanied by FOUR (4) COPIES OF THE PLAT and the appropriate fees, otherwise it will be deemed incomplete and cannot be reviewed.
- Subdivision application approval may be voided if the subdivision category (major vs. minor) is misclassified on the application form.
- When approval is granted WITH CONDITIONS, these conditions must be met within 90 days of notice. Failure to meet this deadline will result in the revocation of approval. Applicants may then be required to resubmit an application and go through the development review process again. Requests for an additional 90 days extension may be made IN WRITING to the Planning Board, at least seven days prior to the first expiration date.
- If revised plats are required, four copies must be submitted to the Planning Board within 90 days of notice. Final approval will not be granted until the revised plats are submitted.
- When a condition of approval is the dedication of a **REQUIRED EASEMENT** to the County (such as clear sight triangle, right-of-way or drainage easements), the applicant must have the easement prepared at his or her own expense, and then submit the legal documents to the Planning Board within 90 days of notification. The Planning Board will record the easements with the County Clerk at no expense to the applicant.
- When the County REQUESTS dedication of a road right-of-way (widening) easement, NOT as a condition of approval, the applicant may have the easement prepared at his or her own expense OR may request that the County prepare the easement documents at no expense to the applicant. In either case, the Planning Board will record the easements with the County Clerk at no expense to the applicant. Applicants are not required to grant REQUESTED easements, as they are voluntary.
- When a MAJOR subdivision application is granted final approval, the PLAT must be recorded with the County Clerk within 95 days of the approval date. When a MINOR subdivision application is granted final approval, the DEED must be recorded with the County Clerk within 190 days of the approval date. Failure to do so will void any application approvals.
- When preliminary approval is granted for a major subdivision application, it is granted for a period of 3 years, after which it will expire. Applicants may request up to two 1-year extensions in WRITING to the Planning Board, prior to the expiration date of the approval. Final approval must be sought BEFORE preliminary approval expires.
- If no activity or improvements are undertaken on an approved development application within a period of 5 years from the date of final approval, the application will be considered INACTIVE. The applicant will be notified before the file is made inactive. Before any site improvements/ activity are undertaken on an inactive application, the applicant should contact the Planning Board for REACTIVATION of an inactive file. There is no fee for this process. Reactivation is only applicable when there has been NO CHANGE in applicant or in the proposed subdivision/ site plans. Any changes in the application may require submission of a new application and fees and the subsequent development review process.

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